



DEPARTMENT OF THE NAVY

<COMMAND NAME>

<COMMAND ADDRESS 1>

<COMMAND ADDRESS 2>

1306

<COMMAND>

DD MMMM YY

From: Commander, <Command Name>  
To: Director, U.S. Senior Enlisted Academy

Subj: SEA ENDORSEMENT OF <RATE/FULL NAME>

Ref: (a) MILPERSMAN 1306-925

1. <Rate and full name> fully meets the requirements to attend the U.S. Navy Senior Enlisted Academy (SEA) as described in MILPERSMAN 1306-925, specifically:

- a. Member meets U.S. Navy BCA standards.
- b. Member is Time in Rate eligible for E8. Effective Date of Rate is <DD MM YYYY>.
- c. Member is recommended for advancement and received a <EP or #1 or #2 MP> on most recent competitive evaluation dated (DD MM YYYY).
- d. Member completed the Chief Petty Officer Leadership Development Course on <DD MM YYYY>.

2. I am aware that this endorsement only verifies eligibility to attend the SEA and does not guarantee a quota in a specific class.

3. Furthermore, I am aware that the average time commitment for a SEA student is 10-15 hours per week of personal time, and that an academic failure (i.e., failing three assignments) will result in a 12-month penalty to re-enroll in a future SEA class. The chain of command fully supports (Rate and Full Name) professional development.

C. O. SIGNATURE/NAME